

## **School Roles and Responsibilities**

### *Center for Research, Evaluation, Standards and Student Testing*

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### **Explanation and Considerations for Use**

This tool describes the preparation and materials required for conducting a graduation portfolio judge training session. It is important to provide the tools (rubrics etc.) and sample graduation portfolios upon which reviewers can practice. One important aspect of training is to familiarize the reviewers with the requirements of the portfolio and the types of tasks that will comprise the portfolio. This process can be used as is or used as a model.

This tool is adapted from materials created by the Center for Research, Evaluation, Standards, and Student Testing (CRESST). For current information on CRESST and other resources relating to assessment, visit <http://www.cresst.org>.

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<http://www.ride.ri.gov/highschoolreform/dslat/>  
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## School Roles and Responsibilities for Training Judges

Prior to conducting a Graduation Portfolio judge training session, school staff need to do the following:

1. Create “anchor” portfolios that illustrate the score criteria contained in the rubric. An Anchor Portfolio is a student portfolio that is an example of a score point described on the Graduation Portfolio rubric. Each of the Anchor Portfolios represents the lowest performance level at a given point on the rubric and has been scored by expert judges. Graduation Portfolios that show a lower level of performance than an anchor portfolio must be assigned a lower score than the anchor portfolio.
2. If a four-point rubric is being used to evaluate the Graduation Portfolios, prepare Anchor Portfolios for score points 2, 3, and 4. An Anchor Portfolio for score point 1 is not needed since any portfolio demonstrating lower knowledge or skill than Anchor 2 should receive a score of 1.
3. Prepare written Anchor Portfolio Commentaries for each Anchor Portfolio. These commentaries should describe the nature and quality of work demonstrated in the Anchor Portfolio and how this relates to the rubric criteria. Essentially, this commentary should justify the assignment of a particular score to each Anchor Portfolio.
4. Gather at least three Training Portfolios. These are additional portfolios that judges will practice scoring during the training session. These Training Portfolios should already be scored by expert judges.
5. Prepare a written Training Portfolio Key that includes commentary on why each Training Portfolio received the score that it did.

Additional responsibilities of school staff for judge training sessions include the following:

1. Determine the number of judges who will attend the Graduation Portfolio judge training session.
2. Schedule the training session. With three Anchor Portfolios and three Training Portfolios, training judges to score Graduation Portfolios takes at least 3 hours<sup>1</sup>.
3. Find an appropriate location for the training session.
  - a. If possible, select a quiet, temperature-controlled room with enough tables to seat raters comfortably (six to eight per table). The room should also have a board on which to post raters’ scores using the table on the Rater Agreement Summary Sheet. An overhead projector can also be used to project these scores.
4. Re-familiarize trainers with scoring criteria.
5. Assemble training support materials:
  - a. Anchor and Training Portfolios

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<sup>1</sup> Using more than three Training Portfolios will increase the likelihood of achieving an adequate level of inter-rater reliability during the training session. However, the length of the training session will necessarily increase.

- b. Training Portfolio Key (one copy for each judge)
  - c. Rater Agreement Summary Sheet
  - d. Calculator, to compute agreement
  - e. Training Portfolios Key
6. Assemble scoring packets that include all of the materials required for the training session. Judges scoring packets should include:
- a. Any other relevant descriptions of the Graduation Portfolio
  - b. Graduation Portfolio Rubric(s)
  - c. Anchor Portfolio Commentaries
  - d. Training Paper Score Sheets
  - e. Pencils and scratch paper

(Adapted from *Performance Assignments Scoring Handbook*, National Center for Research on Evaluation, Standards, and Student Testing (CRESST).)